

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
January 31, 2014

The Human Resource Directors Advisory Committee convened on January 31, 2014 at 10:00 a.m. in the Conference Room of the State Universities Civil Service System Office (University System), 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Brenda Dunn, State Universities Retirement System; Eric Smith, University of Illinois Administration; Robert Crouch, University of Illinois at Chicago; Angela Doolin, Southern Illinois University School of Medicine Springfield; Richard Enyard, Eastern Illinois University; Deb Stone, University of Illinois at Urbana-Champaign; Elyne Cole, University of Illinois at Urbana-Champaign; Robbie Witt, University of Illinois at Urbana-Champaign; Leslie Arvan, University of Illinois at Urbana-Champaign; Karen Helland, Illinois Board of Higher Education; Lynne Keeton, University of Illinois College of Medicine, Peoria; Alicia Lowery, University of Illinois at Urbana-Champaign; Maureen Parks, University of Illinois at Urbana-Champaign Administration; Jami Painter, University of Illinois at Urbana-Champaign, and Penny McCarty, Southern Illinois University School of Medicine.

The following persons were in attendance via videoconference: Brett Ruiz, University of Illinois College of Medicine at Rockford; Jack Croffoot, University of Illinois College of Medicine at Rockford; Andrew Lenhardt, Southern Illinois University at Edwardsville; Tammy Carlson, Illinois State University; and Marta Maso, Northeastern Illinois University.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

1) Implementation/Impact of SURS Legislation (Return to Work Limitations for Annuitants)

The Committee once again reviewed PA 97-0968 which established guidelines and employment limitations on annuitants under SURS. There was discussion regarding the implementation of this new law which took effect in August 2013, and the subsequent changes made through P.A.

98-0596. Changes with this legislation since the last HR meeting include an SUCSS exception to the 40% threshold, removal of the 18 week limitation, and an establishment of the common academic year. Universities continue to be concerned about employing annuitants until they feel they understand the implications of this legislation more clearly. Language regarding the SUCSS exception was presented and discussed.

2) Update on new Demonstration Project ('Rule of Three')

This new demonstration project was approved by the Merit Board at the May 16, 2012 meeting. Employers were required to submit a formal notice of participation. Participants are required to submit regular quarterly reports of employment activity. Specific guidelines required of participants in this project were once again reviewed. A list of participants was provided. Specific directions on references to the applicant pool were provided. Final data records should capture the composition of the FINAL applicant pool used for the employment decision. The Committee was reminded that quarterly information may now be submitted electronically through a system developed by the System IT staff. The Committee was also informed that two new classifications have been added to this project – Police Officer and Program/Student Advisor. Universities were reminded that each school has access to their own information, and that reports could be prepared from this database. It was suggested that the information from this project could be used to make a statutory change in the future. Specific data submissions were presented and reviewed.

3) Discussion on Discharge Activities

The Committee expressed that there is concern that the Merit Board is overturning decisions made by Universities. Committee members also pointed out that they feel that the “process” in Merit Board hearings is changing in the fact that more employee/attorney presentations are being made.

The System Office put together a chart of discharge cases from the last 10 years, which demonstrated what the outcomes have been. It was pointed out that over half of these cases are settled. Overall, the chart demonstrated that the number of people reinstated is very small, in comparison to the number of written charges that have been served over the last 10 years.

4) Update on the Review of the Exemption Procedures Manual

A subcommittee was established to assist the System Office in their review and possible revision of the Exemption Procedures Manual. The System Office has asked DERs for their input and representation on this sub-committee. Several people from the HRDAC were on this focus group including Penny McCarty, Robert Crouch, Tammy Carlson, Maureen Parks, and Steve Cunningham along with other representatives from SEIU, AFSCME, and EAC. It was noted that this group has been very productive, and that this project is getting close to an end. At the next meeting, new information will be given on this manual.

5) Other University System Office Activities

The Committee was updated on various University System Office activities including:

- *Annual Report*
The Committee was briefly informed that the annual report can be found on SUCSS's website.
- *Agency Compliance Audit*
The Committee was informed of the compliance audit that was done by the Auditor General's office conducted May 29, 30, and June 1, 2013. There were no findings; this can also be found on the agency website.
- *Audit Update*
The Committee was informed of the audit schedule for the current fiscal year. The Committee was again informed that the Final Audit Report for each institution will be posted at the SUCSS public website.
- *Class Plan Update*
The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. A list of several other class plan activities was presented and discussed. The Committee was informed that the University Police Chief's had suggested that they would be willing to cover the cost of revising two examinations in the Police Series at a cost of \$40, 920. Each university utilizing Police officers would be assessed a cost for based on their police FTE value. A copy of the contractual agreement to be approved by each university was presented.
- *Legal Update*
The Committee was updated on the status of discharge and administrative review cases.
- *Budget Update*
The Committee was informed of the current agency budget and the FY2015 budget status.

6) Other Topics

The next Committee meeting is scheduled for Friday, April 25, 2014.

The Committee was presented a list of topics that are being considered for procedural/rule updates and will be discussed at subsequent meetings:

- *Demotions*
The System Office has investigated situations regarding movement of individuals from one series to another, and examined whether this would be considered a demotion.

- *Discharge Process*
The System Office will be taking a look at notification protocols on the discharge process. Communication on this topic will be forwarded to University legal counsel.
- *Leave of absence*
The System Office stated that it will be examining extended leave of absences, and how this relates to seniority.
- *Registers*
The System Office noted that there is a listing of how registers should be used. It is not clear when individuals are laid off in one classification and how they are put on other registers. Clarification on transfers will be reviewed, indicating that transfers are not a primary referral source, nor are they a requirement.
- *Custom Classes*
The System Office will examine how residency relates to this issue.